

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Conservation Supervisor	REPORTING UNIT NUMBER: 705	
DIVISION/BRANCH OR CENTER: Region I – Napa Satellite	LOCATION: Napa	
CLASS TITLE: Conservation Supervisor	POSITION NUMBER: 533-705-1202-000	EFFECTIVE DATE: October 13, 2010

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
1	Conservationist II		
5	Conservationist I	65	Corpsmembers

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Under the Direct supervision of the Center Director, the Conservation Supervisor is responsible for the supervision of conservationist staff. The Conservation Supervisor will, indirectly through the supervision of staff or directly perform the following duties:

30%	Supervise, lead, and/or direct CCC staff and corpsmembers assigned to the Sacramento and Napa Satellites. Provide day-to-day supervision, guidance, and direction on the proper implementation of CCC policies and procedures, as well as the safety of staff and corpsmembers. Ensure all federal, state, departmental and district regulations are being followed. In order to perform these duties, frequent travel to the Napa Satellite is required.
30%	Develop, monitor, and manage public service conservation work and special program activities. Estimate projects and negotiate agreements and contracts with funding sources in the surrounding communities. Work with the budget staff to balance expenditures with income, providing monthly reports (project spreadsheet and reconciliation with CADCARs, bill projects monthly and create a report of explanation for unbilled hours and suspense hours, etc.). Develop an annual reimbursement target and report progress quarterly. Review projects to ensure quality control. Enter all work accomplishments (124's) into the CADCARs System.
20%	Evaluate staff, completing IDPs and ITPs annually. Ensure both staff and corpsmember training occurs relative to safety, IIPP, promotional readiness, tool usage, and all other required Departmental training. Monitor and oversee corpsmember discipline, evaluations and separations, staff performance, safety program, Comet, CMD and facility maintenance and inspections. Ensure all Conservationist staff effectively and safely perform their responsibilities and duties through appropriate training and instruction, create training plans bi-yearly.
10%	Participate in staff and community meetings providing input and information relative to the program. Develop confidence and cooperation with project sponsors and maintain relationships with sponsors and the community. Develop, implement, and monitor the supergrade program. Promote CCC through contact with the media, presentations before civic groups, governing bodies, and in educational settings. Assist with community resource development such as donations, projects, volunteers, job placement, and partnerships.
5%	Oversee the recruitment of Conservationist staff and administer CCC's labor relations contracts. Ensure all CCC policies are being met and followed regarding uniforms, safety gear, sexual harassment, fraternization, etc., and safety requirements. Maintain confidentiality of sensitive personnel matters regarding staff and corpsmembers. Investigate and respond to grievances from Conservationist staff.
5%	Coordinate emergency response. Ensure that Conservationist staff and corpsmembers can respond to emergencies effectively and efficiently by ensuring that all PSCW crews are properly organized, trained and equipped. May act as liaison or agency representative on emergency operations.